**INFORMATION SYSTEMS ADVISORY COMMITTEE**
Red Lion Hotel - Sacramento Inn
Sacramento, California
November 7-8, 2000

## ACTION ITEMS

1. **FOLLOW-UP:** *ISAC Membership,* ISAC members were requested to nominate replacements for the committee seats up for appointment at the beginning of 2001 (keeping in mind that seats are not Area specific, and that this is an opportunity to address the other specialty groups wanting to join ISAC).

   The ISAC Co-Chairs will draft a letter to Dr. Trujillo suggesting possible replacements.

2. **FOLLOW-UP:** *FY 2001 Project-Summary Sheet,* request made for the Director of ITSC, IHS Albuquerque Area, to revise the FY 2001 Project summary sheet to incorporate discussed revisions—sort by ISAC priorities, sort projects by those addressing HIPAA, include pricing information (in-house/not in-house), and add percentage toward completion for projects under each priority (semi- and annual basis).

   The revised summary will be distributed to ISAC members for review and approval prior to the end of November.

3. **AGREED:** *Tribal Shares-Service Level Agreements*, packages will be by level of service, with a description of the services to be provided.

4. **FOLLOW-UP:** *Information Technology Staffing,* the ISCs will be requested to address this issue by developing a staffing model which outlines up to three options (fixed/variable) for ISAC review and approval.

   ISAC Co-Chair Keith Longie will distribute the FTE distribution worksheet to ISAC members; this issue will also be revisited at the next face-to-face meeting.

5. **AGREED:** *Information Technology Budget Request,* 1) a service level assessment will be completed for each operating unit and Area office, which will determine unmet needs to support IT; and 2) operating standards will be defined—equipment, software, staffing, and other operating costs (licensing, security issues, etc.).

   Information Technology budget request funding agreed to by ISAC members—get $36 million (national), tapping new money first: LNF, Diabetes, and HIPAA (if Congress approves), and Medicare PDP. Then if needed, contributions will be requested from I/T/Us—one half a percent ($10 million) over three years.

6. **FOLLOW-UP:** *Data Availability-LNF/CHS Distributions,* ISAC to check with the Stat Officers User Population group in regard to IT focus.

   This issue will be discussed at the IHS Bootcamp session in San Francisco at the end of November.

7.  **FOLLOW-UP:** *Recommendation Development,* language for the following issues will be developed by the ISAC:

    - Scholarship program, include staffing for IT
    - MPI
    - Data Movement (core data set)
    - HIPAA Leadership, advocacy at leadership level (appointment of a HIPAA Coordinator at the national level)
    - Tribal Negotiation Documents
    - Packages by Service Level Agreement
    - ISAC Member Replacement Position Letter
    - Business Office Coordinators recommendation—a letter will be drafted by ISAC which explains ISAC's position; the letter will acknowledge the Business Office Coordinators' request and note that the ITSC is working toward these goals and that the goals will be met within two years.

    The developed recommendations will be e-mailed to ISAC members for review and approval.

8.  **FOLLOW-UP:** *ISAC Annual Work Plan,* noted that the plan needs to be completed by January 2001.

    ISAC members were requested to brainstorm work plan measurements for submission to the ISAC Co-Chairs by November 13.